



# Operator License Application



For individuals selling and/or serving alcohol

License Period Ending June 30, \_\_\_\_\_

Office Use Only	License #	Issue Date
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<b>CHECK ONE:</b>	<input type="checkbox"/> New License (\$25 Fee)	<input type="checkbox"/> License Renewal (\$25 Fee)	<input type="checkbox"/> Event Only (\$10 Fee)
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### Filling out your application

An operator license is a privilege, not a right. Any false answers or omissions may result in the denial of your application.

- This application must be filled out accurately and completely.
- If you have any doubts as to whether to include a specific incident, it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you pay the application fee(s).
- You can obtain information regarding arrest and conviction records from the Wisconsin Circuit Court Access website at: [www.wcca.wicourts.gov/index.xsl](http://www.wcca.wicourts.gov/index.xsl) (Note: CCAP may not provide a comprehensive list of ALL arrests and convictions).

### Attachment(s)

- New applicants and those who have expired licenses must attach a copy of your certificate from the responsible beverage serving training course. (See page 3 for list of online or classroom instruction)

### Review of your application

- The Richland Center Police Department will perform a background check to verify the information you have provided.
- If there are concerns about any information on your application, you may be called to appear before the Public Safety Committee for clarification.
- If you are asked to appear before the committee but choose not to do so, your application may be denied.

First Name	MI	Last Name
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Residence (Street Address)	City	State	Zip
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Phone	Email Address	Date of Birth	Sex
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Driver's License Number	Place of employment and phone #
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Other Identifying Data [maiden name, aliases, etc.]
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**ARREST AND CONVICTION RECORD**

Have you ever been convicted of any felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any felony or misdemeanor charges presently pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of operating a motor vehicle while intoxicated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of any violations relating to the sale of alcoholic beverages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**List Any PENDING Citations, Tickets or Criminal Charges**

Year	Court Location	Charge	At the time of the incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**List Any Citations, Tickets, Municipal/Ordinance Violations and Criminal CONVICTIONS (Excluding parking tickets)**

Year	Court Location	Charge	At the time of the incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*I hereby certify that I am \_\_\_\_\_ years of age and that I am familiar with the laws of the State of Wisconsin and the ordinances of the City of Richland Center relating to alcohol beverages and I agree that, if granted said license, I will obey all such laws and ordinances.*

*I further certify I understand that failure to fully complete and accurately fill out the required information on this form may result in the automatic denial of this application.*

Applicant's Signature	Date
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**OFFICE USE ONLY:**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\$\_\_\_\_\_ fee paid on \_\_\_\_\_

\_\_\_\_\_  
City Clerk/Treasurer or Deputy

**To be filled out by the Richland Center Police Department**

Individual has no criminal arrest record with either the Wisconsin State Crime Bureau or the RCPD.

See attached for criminal arrest records.

Authorized Signature - Richland Center Police Department	Date
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# WI DOR Alcohol Seller/Server Instruction

*(Information as of January 21, 2021)*

While the following Responsible Beverage Server training courses have been approved for certification in the state, the Wisconsin Department of Revenue does not endorse nor administer any of these programs.

## **Classroom instruction providers:**

- Wisconsin Technical Colleges
- RBSLearn.com
- Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course
- ServSafe Alcohol (WRAEF/NRAEF)
- TIPS

## **Online instruction providers:**

- Affordable Alcohol Training dba LIQUORexam.com
- CARE (American Hotel & Lodging Education Institute)
- EduClasses.org
- Learn2Serve
- Rservering.com (Professional Server Certification Corporation)
- Seller/Server.com
- ServerLicense.com
- Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course
- ServSafe Alcohol (WRAEF/NRAEF)
- TIPS

*<https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>*